



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM JS
Finance DN
DA -
Risk Mgt. N/A
HR N/A
Grant Mgt. N/A

STAFF REPORT

BOARD MEETING DATE: October 11, 2016

DATE: September 8, 2016
TO: Board of County Commissioners
FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418,
pbuxton@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417,
aheenan@washoecounty.us
SUBJECT: Recommendation to approve amendments totaling an increase of [\$982.00] in both revenue and expense to the FY17 Assistant Secretary for Preparedness and Response (ASPR) Grant Program, IO 10708; and if approved direct the Comptroller's office to make the appropriate budget amendments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget amendments.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

PREVIOUS ACTION

There has been no previous action taken by the Board.

GRANT AWARD SUMMARY

Project/Program Name: ASPR Public Health Preparedness Program

Scope of the Project:

The Grant Agreement was received on August 11, 2016. The Grant Agreement was approved by the District Board of Health on August 25, 2016.

The ASPR award provides funding for salaries and benefits, operating supplies, travel, and contractual expenditures.

Benefit to Washoe County Residents: This Award supports the Epidemiology and Public Health Preparedness (EPHP) Division's mission to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism events or any public health emergency.

AGENDA ITEM # 5.0

On-Going Program Support: These funds support on-going activities in the Public Health Preparedness Program.

Award Amount: Total award is \$259,817 (\$231,360 direct/\$28,457 indirect)

Grant Period: July 1, 2016 – June 30, 2017

Funding Source: Assistant Secretary for Preparedness and Response (ASPR)

Pass Through Entity: State of Nevada, Department of Health and Human Services Division of Public & Behavioral Health

CFDA Number: 93.889

Grant ID Number: 5NU0-TP000534-05-00

Match Amount and Type: 10% match is required and is met through Shared Services expenditures

Sub-Awards and Contracts: No Sub-Awards are anticipated.

FISCAL IMPACT

As the FY17 budget in Internal Order 10708 was adopted with a total of \$258,706 in revenue (includes \$28,328 of indirect) and \$230,378 in expenditure authority, a budget amendment in the amount of \$982 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget.

No amendment is necessary for indirect revenue.

Should the BCC approve these budget amendments, the FY17 budget will be increased by \$982 in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10708	-431100 Federal Revenue	\$ 982.00
	Total Revenue	\$ 982.00
2002-IO-10708	-701412 Salary Adjustment	(\$9,942.71)
	-710100 Professional Services	\$8,320.00
	-710300 Operating Supplies	(\$ 2.00)
	-710334 Copy Machine Expense	(\$ 380.00)
	-710350 Office Supplies	(\$ 400.00)
	-710360 Postage	\$ 35.00
	-710502 Printing	\$1,413.00
	-710509 Seminars and Meetings	(\$ 750.00)
	-710512 Auto Expense	\$ 527.00
	-710519 Cellular Phone	(\$ 400.00)
	-711210 Travel	\$2,532.00
	-711504 Equipment noncapital	\$ 29.71
	Total Expenditures	\$ 982.00

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$982.00] in both revenue and expense to the FY17 Assistant Secretary for Preparedness and Response (ASPR) Grant Program, IO 10708; and if approved direct the Comptroller's office to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve amendments totaling an increase of [\$982.00] in both revenue and expense to the FY17 Assistant Secretary for Preparedness and Response (ASPR) Grant Program, IO 10708; and if approved direct the Comptroller's office to make the appropriate budget amendments."



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 15551
 Budget Account: 3218
 Category: 23
 GL: 8516
 Job Number: 9388916

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness Program Preparedness, Assurance, Inspections, Statistics (PAIS)	Subgrantee Name: Washoe County Health District (WCHD)																
Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009	Address: 1001 East Ninth Street / PO Box 11130 Reno, NV 89520																
Subgrant Period: July 1, 2016 through June 30, 2017	Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073786998																
Purpose of Award: Funds are intended to demonstrate achievement in the Hospital Preparedness Program (HPP) capabilities according to the HPP and PHEP Cooperative Agreement.																	
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: <u>Washoe</u>																	
Approved Budget Categories: <table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$ 211,434.00</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$ 4,959.00</td></tr> <tr><td>3. Supplies</td><td style="text-align: right;">\$ 1,400.00</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$ 9,000.00</td></tr> <tr><td>6. Other</td><td style="text-align: right;">\$ 4,567.00</td></tr> <tr><td>7. Indirect</td><td style="text-align: right;">\$ 28,457.00</td></tr> <tr><td>Total Cost:</td><td style="text-align: right;">\$ 259,817.00</td></tr> </table>	1. Personnel	\$ 211,434.00	2. Travel	\$ 4,959.00	3. Supplies	\$ 1,400.00	4. Equipment	\$ 0.00	5. Contractual/Consultant	\$ 9,000.00	6. Other	\$ 4,567.00	7. Indirect	\$ 28,457.00	Total Cost:	\$ 259,817.00	Disbursement of funds will be as follows: Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$259,817.00 during the subgrant period.
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2. Travel	\$ 4,959.00																
3. Supplies	\$ 1,400.00																
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	100	93 889	U90TP000534	5NU90TP000534-05-00													
Terms and Conditions: In accepting these grant funds, it is understood that: <ol style="list-style-type: none"> Expenditures must comply with appropriate state and/or federal regulations; This award is subject to the availability of appropriate funds; and The recipient of these funds agrees to stipulations listed in the incorporated documents. 																	
Incorporated Documents: Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; Section F: DPBH Business Associate Addendum; Attachment 1: Match Certification; and Attachment 2: Detailed Work Plan.																	
Kevin Dick District Health Officer	 <small>Signature (BLUE INK)</small> <small>Signature (BLUE INK)</small> <small>Signature (BLUE INK)</small> <small>Signature (BLUE INK)</small>																
Erin Lynch, MPH Program Manager, PHP	Date: 8/25/16																
Chad Westom Bureau Chief, PAIS	Date: 8/15/16																
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health	Date: 8.10.16																
Date: 8/31/16	Date: 8/31/16																